UNITED
NATIONS

ST

Secretariat

ST/IC/1992/78
27 November 1992

ENGLISH ONLY

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: Director of Personnel

Subject: AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN*

1. The After-School Recreation and Study Programme for United Nations Children began its twenty-second year in September 1992 with very limited subsidies. It continues to be conducted under the auspices of an independent Board of Trustees. Qualified staff members supervise games, athletic activities, dance and creative movement, arts and crafts and homework.

2. The spring semester will run from Monday to Friday beginning on Monday, 1 February 1993, from 3.15 p.m. to 5.45 p.m. in the DC2 building, 45th Street entrance (330 East 45th Street). Transportation is provided from the United Nations International School building at 25th Street to the DC2 building. Private transportation arrangements must be made for children coming from other schools.

3. The Programme is open to 5- to 12-year-old children of United Nations parents. It is a subsidized programme established essentially for working parents not in a position to provide after-school care for their young children. Therefore, parents are expected to pay for each child $500 per semester, which represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $30,000. Depending on demand, further criteria may be established by the Board of Trustees.

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* Personnel Manual index No. 13000.

4. Interested parents are asked to complete the application on the attached form and return it by 15 January 1993 to room DC2-839. There will be a late fee of $50.

5. There have been numerous complaints about the presence of children in the Secretariat Building and in the DC1 and DC2 buildings. Staff members are therefore expected to enrol their children between the ages of 5 and 12 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. If parents do not wish to do so, then they must make other arrangements to have their children supervised.

6. For further information, please call extension 3.8730.

APPLICATION FOR THE AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN

Spring semester 1993

Renewal |_____|

New application |_____|

INSTRUCTIONS: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in After-School Recreation and Study Programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.					
2.					
3.					

While the Programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay for each child $500 per semester, which represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $30,000.

How many persons does your family salary provide for? _____

Is your net family income* above $30,000? Yes/No

You may be asked to provide supporting information at a later date.

CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the Programme is discontinued. There will be a late fee of $50.

The hours are from 3.15 p.m. to 5.45 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest at 5.45 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

* Net income is defined as salaries, post adjustment, as well as education grant, dependency, housing and any other allowances minus United Nations staff assessment and United Nations pension contribution.

UNITED
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ST/IC/1992/79
4 December 1992

INFORMATION CIRCULAR

To: Members of Permanent Missions to the United Nations and members of the staff

From: The Assistant Secretary-General for General Services

Subject: REPAIR WORK IN THE UNITED NATIONS GARAGE

1. The purpose of the present circular is to inform members of Permanent Missions to the United Nations and staff members that, on 4 January 1993, the third phase of the rehabilitation programme for the United Nations Garage will commence. It is expected to be completed by mid-August 1993.

2. During this phase of the garage rehabilitation programme, a portion of the second-basement level of the garage will be repaired.

3. Access to the first- and the south portion of the second-basement levels will be through the 43rd Street entrance only, i.e. through the circle in front of the Secretariat Building.

4. Access to the third-basement and the north portion of the second-basement levels will be through the 42nd and 48th Street entrances only.

5. While construction work is going on, approximately 150 parking spaces will not be available and the number of temporary and daily parking permits that will be issued will consequently be reduced. No new permanent parking permits will be issued in 1993 until after the repair work is completed.

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ST/IC/1992/80
11 December 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: CARD ACCESS CONTROL SYSTEM AT HEADQUARTERS

1. As part of the ongoing buildings modernization programme and in order to enhance the security and safety at United Nations Headquarters, a card access control system will be installed at the perimeter of the grounds as well as at the garage entry points. This will be an expansion of the card access system which has been introduced in recent years on several floors within the Secretariat and the DC buildings.

2. The perimeter access systems, which incorporate the latest technology, necessitate the replacement of the current identification cards with proximity cards. Unlike a swipe card which has to be inserted into a reader, the proximity card will permit the unhindered passage through any checkpoint.

3. The site preparation work for the installation of proximity readers and mechanical access points has recently commenced. Changes in traffic patterns for vehicles entering and leaving the complex have been instituted with the help of barriers and traffic cones, while the construction areas at the various pedestrian entrances have been sealed off to keep persons off limits, except for authorized personnel.

4. The project will be completed during 1993 and additional information, especially concerning the issuance of the new identification cards, will be provided at a later stage.

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UNITED NATIONS

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Secretariat

ST/IC/1992/81
22 December 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: THE 1992 FIELD SERVICE PROMOTION REGISTER

1. The Secretary-General, having considered the recommendations of the 1992 Field Service Promotion Review Panel, has approved the following promotion register for staff members in the Field Service category for promotion to the FS-7, FS-6, FS-5, FS-4 and FS-3 levels:

To FS-7

Anwar ALI
Cecil GREGOIRE
Robertus KOOL
Alexis Dy SONEJA
Udomsin SRIBOONLERT
Mauri UUSITALO

To FS-6

Alfred ALLEYNE
Jarl ASTROM
Tajudeen AYANWALE
Firmino BALANGTAA
Michael FLEMING
Heikki HAMALAINEN
Edmond IRWIN
Norris JORSLING
Pornchai KANJANAKUNTORN
Kalevi KUIKKA
Pekka LYYTINEN
Michael McGOLDRICK
Samuel OSEI
V. SUPPAPONGTEVASAKUL
Kasem VIRACHUNYA

To FS-5

Antonio AGBADA
Terje ANDERSEN
Lawson ATKINS
Michael BROWN
Danilo Aquino CARLOS
Pichet CHARTSAKULKANAJARN
Keith COLE
Jose DE LEON
Jacinto DIMAILIG
Isabelo ESPERO
Maximo GALLARDO
Donald GILLIES
Louis HALL
Paul HAWKINS-MENSAH
Sydney LAWRENCE
John MENSAH
Odd MEVOLD
Anthony O'BRIEN
Jacqueline O'CONNOR
Ole PASBORG
Efrain PENA-HURTADO
Veli POPPONEN
Saula RAYAWA
Eric ROSWALL
Timo SAVANDER
Harbir SINGH

To FS-4

Emmanuel ASEIDU
Bisham BEEPATH
Rupeni BIUDOLE
Keith BURKINSHAW
Patrick CROWLEY
Osbourne CUNNINGHAM
Philip DAVIES
Tom HELLSTROM
Svein KVAMSDAL
Lars LINDSTROM
Fred LOPEZ
David MEADOWS
Ernest MEDIE
Erwin MOORE
William MULLAN
Martin OJJERRO
Stefan OLSSON
Martin PEACE
Alfred PODRITSCHNIG
Raphaat SEIDU
Bartholomew THIMBA
O'syl WYNTER
Sarah ZIKUSOKA

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To FS-3

Josef AIGELSREITER
Henry BARRAMEDA
George BOELLA
Patrick BRENNAN
Hamilton BRIDGEMAN
Edmond CAMPBELL
Robert DADZIE
Fedrick EDWARDS
Lee FITZPATRICK
Jasmin GAYLE
Phillip GAYLE
Bjarne JENSEN
Alfred KESCHL
Eirik LIED
Richard McKERVEY
Donald MITCHELL
Nancy MURIGA-KIHATO
Gerard MURRAY
Arne NEKKO
Heinrich NEMETZ
Karyn NEMETZ
Tauno PELTOLA
Paepae WIKI

2. Promotion from the register will be authorized by the Director of Personnel in the context of staffing table resources and departmental wishes. The earliest date of promotion from this register will be 1 April 1992.

Recourse procedure

3. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established.

4. If a staff member believes that his or her name has been omitted from this promotion register because of incomplete information placed before or available to the Review Panel, he or she may write to the Chairperson of the Panel, giving grounds for his or her belief. Such recourse letters must be submitted (in 12 copies) within one month of the publication date of this circular and should be addressed to the Chairperson of the 1992 Field Service Promotion Review Panel, through the Secretary of the Panel, room S-2560 B.

5. Any additional information brought to the attention of a reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name in the register. If a vacancy has arisen which could have been projected at the time of the promotion review or on which information was not provided to the appointment and promotion bodies, these bodies may take that into account when reviewing recourses. The same holds true in cases where the reviewing body would have recommended the inclusion of a staff member's name on the register had it not been for the unavailability of a post and a suitable post unexpectedly becomes vacant within the organizational unit concerned prior to completion of the promotion exercise.

6. The attention of staff members is drawn to the fact that recourse is a matter strictly between the staff member and the particular reviewing body. Therefore, only material submitted by a staff member in his or her name and on his or her behalf will be considered. Letters of recourse form part of a staff member's official status file.

7. The appointment and promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General on the basis of the recourse letters submitted to them.